

CONFIDENTIAL

Deputy Assistant, Director for Operations

23 October 1947

Executive for Administration and Management

Reproduction of Foreign Documents Branch Periodical Abstract

1. The reproduction facilities of the Services Branch, A&M have been, as you know, limited because of inadequate space. Better space arrangements are currently being made, and it is expected that reproduction time will be considerably improved.

2. It is suggested that the Chief of the Foreign Documents Branch contact the Chief of the Services Branch in order to work out satisfactory priorities for reproduction of current periodical abstracts based on the priorities outlined in Administration Instruction dated 20 October 1947.

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3. It is expected that the Foreign Documents Branch will no longer be responsible for any of their own reproduction when the ICF is transferred to the Reference Center. This transfer is to take place by 1 December 1947.

SIGNED

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